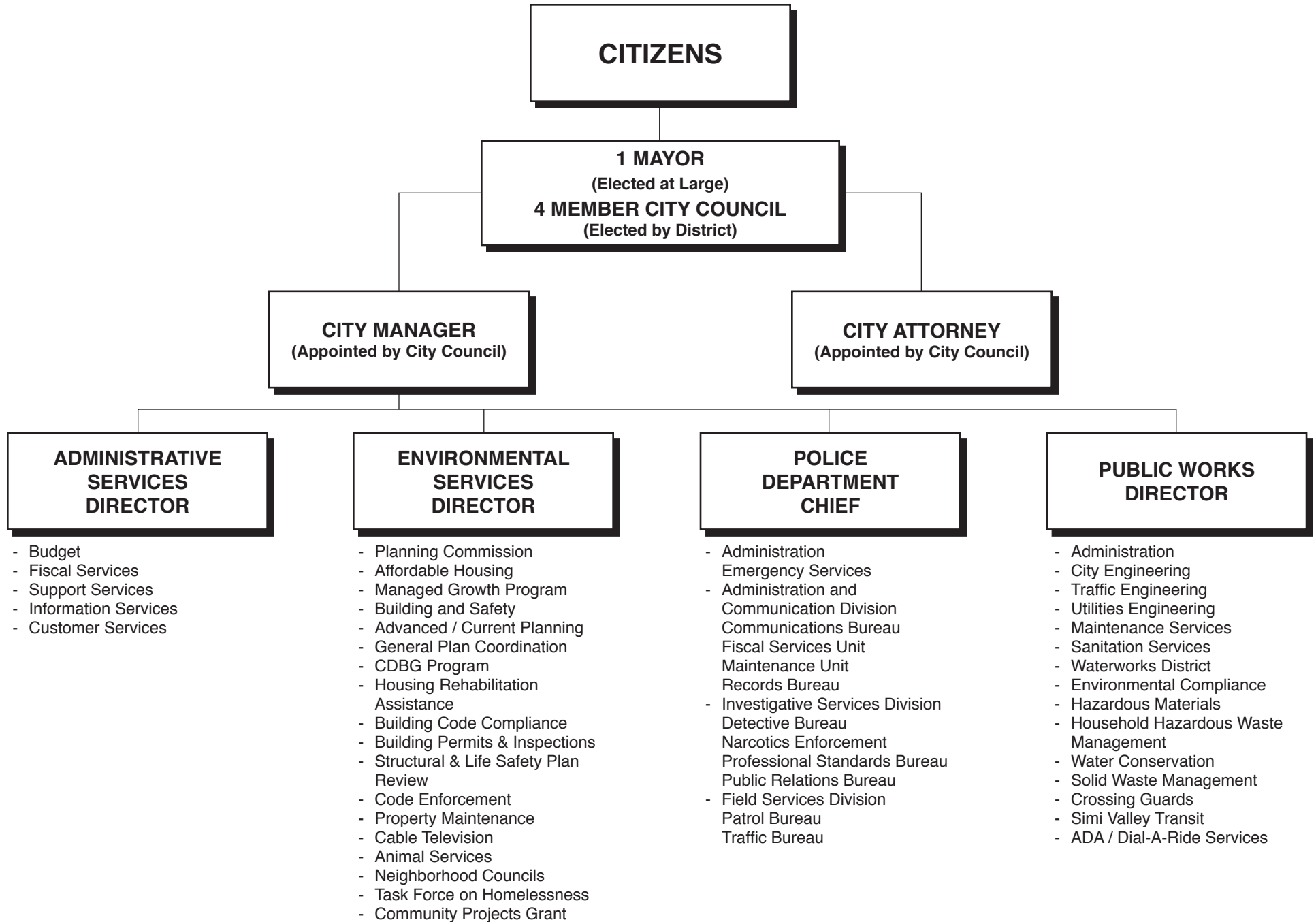
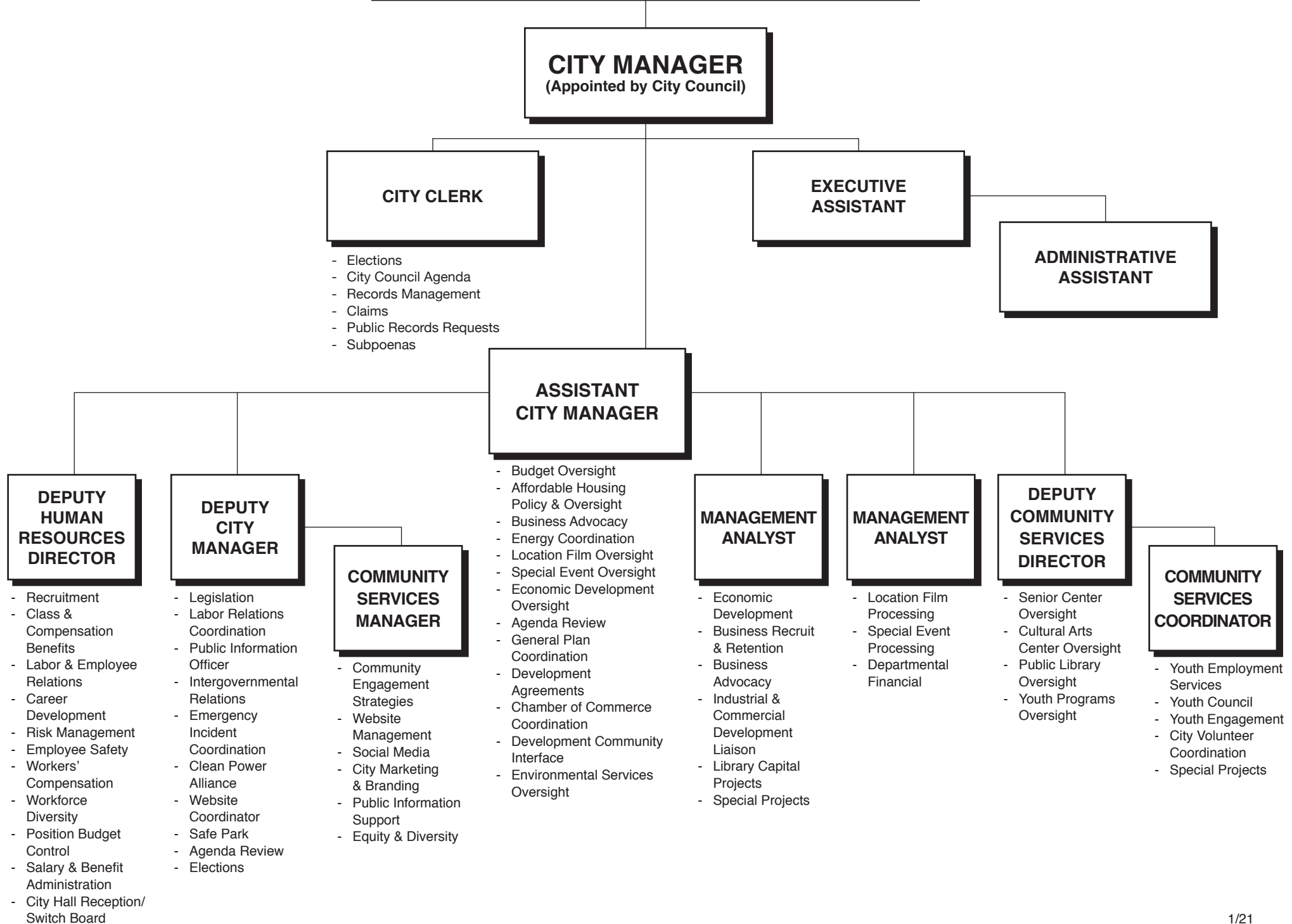


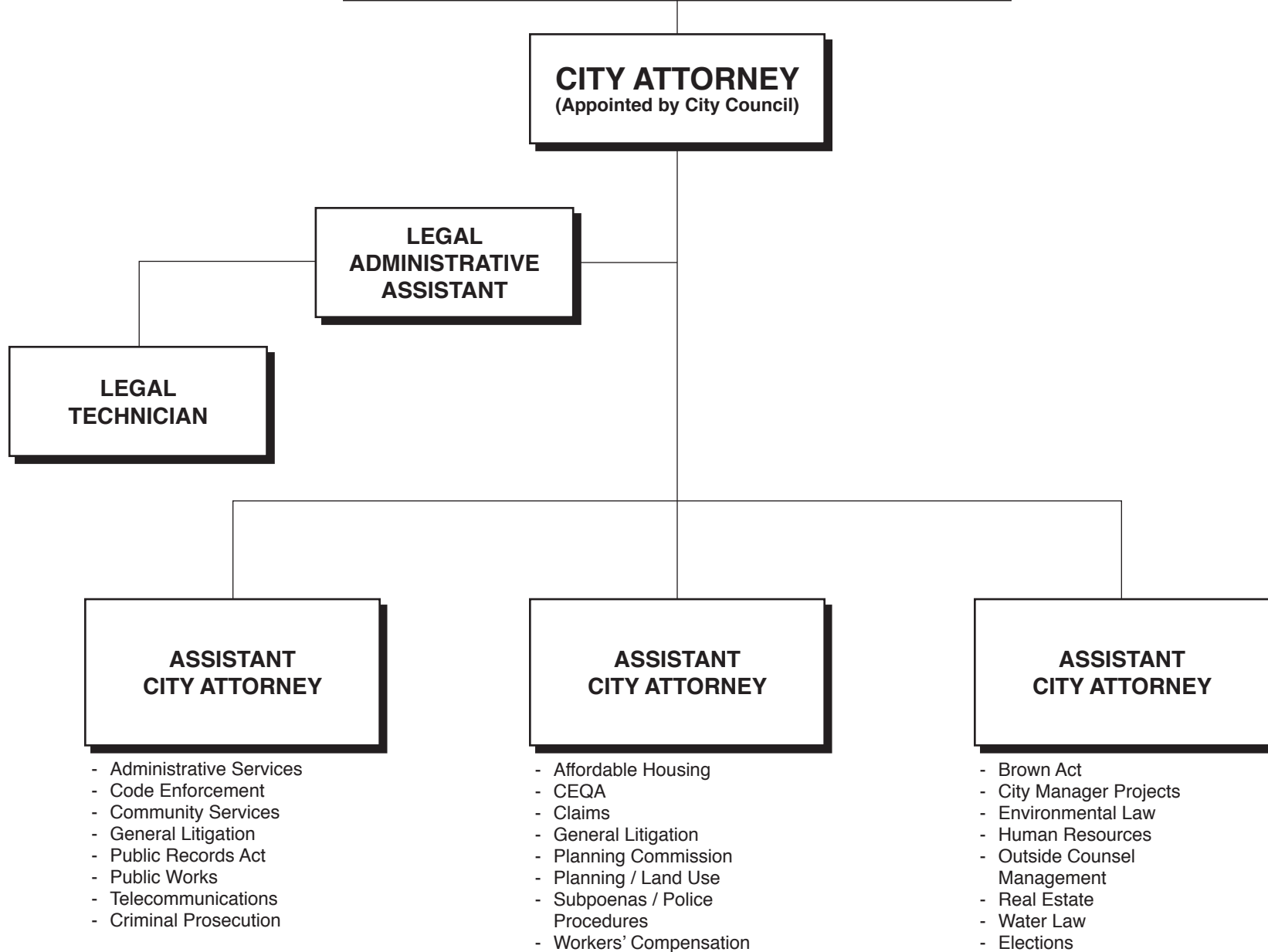
ORGANIZATION of the City of SIMI VALLEY



SIMI VALLEY CITY COUNCIL



SIMI VALLEY CITY COUNCIL



SIMI VALLEY CITY COUNCIL

CITY MANAGER

ADMINISTRATIVE SERVICES DIRECTOR

BUDGET OFFICER

- Appropriations Limit Administration
- Budget Development
- Budgetary Control System
- Capital Improvement Program
- Cost Allocation Plan
- Schedule of Service Charges
- State-Mandated Cost Recovery

ADMINISTRATIVE ASSISTANT

- Administrative Support
- Travel Management
- Special Programs

SENIOR MANAGEMENT ANALYST

- Collections Oversight
- Banking Services
- Debt Administration
- Enterprise System Process Analysis
- Investments

MANAGEMENT ANALYST

- Special Projects
- Data Analysis
- Budget
- Interdepartmental Collaboration

CUSTOMER SERVICES SUPERVISOR

- Cashiering
- Business Tax Renewals
- Parking Citations
- General Billing
- Special Events & Filming Applications
- Transient Occupancy Tax
- Utility Billing

DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (FISCAL SERVICES)

- Accounts Payable
- CAFR / State Controller's Reports
- Cash Management
- Financial Reporting
- Fixed Asset Recordation
- Grant Accounting
- Payroll Processing
- Year-End Annual Audit

DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (INFORMATION SERVICES)

- Systems Analysis, Design and Development
- Software / Hardware Installation, Testing, and Maintenance
- Computer Operations / Security / Support
- Computer User Training
- Database Administration
- Enterprise System Administration

DEPUTY ADMINISTRATIVE SERVICES DIRECTOR (SUPPORT SERVICES)

- Purchasing
- Central Supplies
- Telephone / Radio Communications
- Office Furniture and Equipment Maintenance
- Graphics
- Duplicating / Printing
- Mail and Messenger Service

SIMI VALLEY CITY COUNCIL

CITY MANAGER

ENVIRONMENTAL SERVICES DIRECTOR

PLANNING COMMISSION

ADMINISTRATIVE ASSISTANT

ADMINISTRATIVE OFFICER

- Budget / Financial / Purchasing / Contract Administration
- Personnel
- Fee Administration
- Records Management
- Staff Support
- Administrative Support to the Planning Commission, Affordable Housing Subcommittee, CDBG Advisory Committee, and other Appointed Committees
- Information Services
- Affordable Housing Programs
- CDBG Program
- Grant Management
- Census Information
- Home Rehabilitation Assistance Program
- Neighborhood Councils

DEPUTY ENVIRONMENTAL SERVICES DIRECTOR (City Planner)

- Support to the Planning Commission
- Administrative Hearing Officer
- Municipal Code / Development / Zoning Code Administration
- General Plan Administration
- City Planning
- Environmental Impact Review
- Citywide Design Guidelines Administration
- Specific Plans and Amendments
- Managed Growth Plan
- Regional Planning Issues
- Development Agreements and Amendments
- Territorial Annexations
- Geographic Information System Planning
- Support to Code Enforcement
- Residential Building Permit Allocation System
- Planning & Housing Website Page Design and Monitoring

DEPUTY ENVIRONMENTAL SERVICES DIRECTOR (Building Official)

- Building Permit Issuance and Processing
- Counter Services and Response to Public Inquiries
- Building Plan Check Services
- Inspection of Residential, Commercial and Industrial Construction
- Building Code Compliance Inspection & Enforcement
- Municipal Unsafe Structure Tracking System (MUSTS) Program
- Certificate of Occupancy Issuance
- Emergency Assessment (Building Structural Safety)
- Building Code Interpretation and Development
- Construction Activity Data
- Building Plans & Permit Public Records Management

DEPUTY ENVIRONMENTAL SERVICES DIRECTOR

- Code Enforcement
- Land Use Permit and Zoning Standards Enforcement
- Property Maintenance, Substandard Conditions, and Public Nuisance Abatements
- Civil Fine Processing
- Administrative Appeals Hearing Support
- Support to the Task Force on Homelessness
- Regional Policy Analysis on Homelessness Issues
- Continuum of Care Participation
- Homeless Services Resources and Referrals
- Community Projects Grant Program
- Nonprofit Collaboration
- Simi Valley Television Operations
- Cable Television Customer Service Intervention
- Animal Services Contract Administration
- Animal Shelter Facility Management

SIMI VALLEY CITY COUNCIL

CITY MANAGER

POLICE DEPARTMENT Chief of Police

EMERGENCY SERVICES MANAGER

ADMINISTRATIVE ASSISTANT

EXECUTIVE OFFICER COMMANDER

- Lexipol Administration
- Planning & Research
- Policy & Procedure
- Property & Evidence
- Temporary Holding Facility

DEPUTY CHIEF

- Patrol Bureau Commanders
 - Field Training Officer Program
 - K9 Unit
 - School Resources Officer
 - SWAT Team
 - Crisis Intervention Team
 - Bicycle Patrol Unit
 - Defensive Tactics Team
 - Chaplain Program
- Traffic Bureau Commander
 - Accident Investigation Unit
 - Traffic Enforcement
 - Off-Road Program
 - Parking Enforcement
 - Abandoned Vehicles
 - Front Desk Services
- Detective Bureau Commander
 - Major Crimes
 - Property Crimes
 - Special Operations Unit / Narcotics
 - Task Force Operations
 - Crime Scene Investigators
 - Technical Services
- Professional Standards Bureau Commander
 - Background & Recruitment
 - Internal Affairs
 - Department Training
 - Pitchess Motions / City Claims
- Public Relations Bureau Commander
 - Explorer Program
 - Homeless Liaison
 - Media Relations
 - Public Information / Social Media
 - Volunteer Program

ADMINISTRATION AND COMMUNICATION DIVISION Deputy Director

- Communications Bureau (Dispatch)
 - 911 Center
- Fiscal Services Unit
 - Alarm Ordinance
 - Budget
 - Business Permits
 - Grant Management/Accounting
 - Payroll
 - Purchasing
- Maintenance Unit
 - Police Vehicle Fleet
 - Police Facility
- Records Management Bureau

SIMI VALLEY CITY COUNCIL

CITY MANAGER

PUBLIC WORKS DIRECTOR

ASSISTANT PUBLIC WORKS DIRECTOR

ADMINISTRATIVE ASSISTANT

DEPUTY PUBLIC WORKS DIRECTOR (Waterworks Services)

- Water Systems Inspection
- Water Production
- Distribution System Maintenance
- Meter Reading
- Customer Service

DEPUTY PUBLIC WORKS DIRECTOR (Sanitation Services)

- Plant Operations
- Plant Maintenance
- Laboratory
- Sewer Maintenance

DEPUTY PUBLIC WORKS DIRECTOR (Environmental Compliance)

- Sewer Pretreatment
- Stormwater (NPDES)
- Hazardous Materials
- Household Hazardous Waste Management
- Water Conservation
- Solid Waste and Recycling

DEPUTY PUBLIC WORKS DIRECTOR (Administration)

- Budget Oversight
- Purchasing
- Public Works Personnel and Safety
- Training, and Development
- Secretarial and Clerical Operations
- Staff Support
- GIS
- Banner Program
- Crossing Guards

DEPUTY PUBLIC WORKS DIRECTOR (Maintenance Services)

- Street Maintenance
- Traffic Maintenance
- Storm Drain Maintenance
- Vehicle Maintenance
- Parkway and Tree Maintenance
- Landscape District
- Building Maintenance
- Graffiti Abatement
- Sign Abatement

CITY ENGINEER (Engineering Services)

- Development Engineering
- FEMA NFIP
- Community Rating System
- Capital Projects
- Traffic Engineering
- Traffic Planning
- Signal Operations
- Street Lighting
- Utilities Engineering
- Utilities Capital Projects
- Public Works Inspection
- Staff Support to Planning Commission

DEPUTY PUBLIC WORKS DIRECTOR (Transit)

- ADA Paratransit Advisory Committee
- Fixed-Route System
- ADA / Dial-A-Ride Services